

POSITION DUTY STATEMENT

PM-0924 (REV 3/2006)

CLASSIFICATION TITLE Associate Right of Way Agent	DISTRICT/DIVISION/OFFICE Office of Right of Way (Marysville)	
WORKING TITLE Associate Right of Way Agent, Appraiser	POSITION NUMBER 903-400-4965-xxx	EFFECTIVE DATE June 2014

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability by reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under direction of a Senior Right of Way Agent, the incumbent has extensive public contact representing the Department in dealing with property owners, tenants, the public and other agencies. Typically, activities involve considerable independent action. Incumbent may work in any of the primary functions: Appraisals, Acquisition/Condemnation, or Utilities. Incumbent may also be assigned to one of the supporting functions in the office that work with and support the efforts of the primary functions such as: Planning and Management, Project Coordination, Relocation Assistance and Real Property Services. At times the incumbent's work may fall under multiple functions.

TYPICAL DUTIES:

PERCENTAGE

JOB DESCRIPTION

Essential (E)/Marginal (M)¹40% (E) **Appraisal Investigation**

Perform detailed field investigations and research, including obtaining and developing market data, analyzing severance damages, access rights issues, larger parcel determination, and valuation of integrated equipment and curative damages in conjunction with the preparation of appraisal report.

25% **Prepare Final Written Appraisal Reports**

Prepare appraisal reports using various approaches to value such as market, land residual, Replacement Cost New Less Depreciation (RCNLD) and income. Adhere to and incorporate into processes Title VI requirements, FHWA minimum requirements; Uniform Act Requirements, and all other state and federal laws. Use various tools and methodology such as, but not limited to; outdoor advertising structure payment schedules, sign site value analysis, finding A & B valuation methodology for the development of appraisal valuation, public sale estimates, rent determination and airspace lease rate/appraisal reports.

¹ ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others

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20% (E) **Design Coordination**

Interact frequently with Design staff to obtain design criteria in order to understand impacts to parcel and if possible make suggestions that lessen impacts to private property. Resolve, where possible, design issues related to the right of way.

10% (E) **Misc Assistance to other RW Functions**

As needed, provide assistance to other functions, such as acquisition agents who are performing appraise/acquire by providing guidance on appraisal issues and in data collection. As needed, provide assistance to agents serving in the estimating function in obtaining data.

5% (M) **Other**

Participate in training or quality workshops.

SUPERVISION EXERCISED OVER OTHERS

The incumbent generally works independently on assigned projects and programs. He/she may act as lead person on a specific project or assignments, and may be required to perform all major functions of the Senior Right of Way Agent in their absence and assume responsibility for section activities, coordination and direction, as specified.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have full working knowledge of determination of property highest and best use, zoning and its effects on highest and best use, partial acquisitions and damage analysis, contributory improvement value, curative damage payments, and all methods or approaches to valuing real property. Must have ability to read and understand plans, drawings and maps, and assess the affect of a proposed project on private properties, utility companies and businesses. Must have complete knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policies Act and ensure strict adherence to all Federal and State rules, regulations, and laws as may be applicable within an assigned function. Incumbent must be familiar with California real estate law, methods of financing, appraisals and negotiation policies and procedures. Incumbent must have ability to communicate, both verbally and in writing to large or small groups, Department management, public entities and individuals. Broad knowledge of real estate, condemnation law and their application to acquisition of private property by public agencies, together with complete familiarity with Eminent Domain proceeding are required. Incumbent must also have the ability to: use computers, spreadsheets and graphics; work independently or as a member of a team; communicate effectively with the public in a manner reasonable to their comprehension.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

The incumbent is expected to use their own judgment in undertaking and accomplishing assigned responsibilities within prescribed guidelines as provided in the RW Policy Manual, procedural handbooks and related material. Errors in work could result in failure to meet project target dates, inappropriate or unnecessary expenditure of public funds, and personal injury or property damage and possible loss of Federal participation in projects.

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PUBLIC AND INTERNAL CONTACTS

Requires the incumbent have the ability to make effective verbal and written presentation to individuals and groups. Public contact is extensive and involves various officials, staff and the general public through direct contact, public hearings and meetings, as required. Regularly confers with project delivery team members, and occasionally confers with representatives for Headquarters, FHWA, other State Departments and other district personnel on any and all matters pertaining to the RW unit.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

The incumbent must have the ability to conduct on-site reviews, (i.e. measuring structures and evaluating property); ability to drive safely to remote locations in a single duration (up to 6 hours); ability to hear, see, and walk over uneven surfaces for right of way functional purposes including, but not limited to appraising and real estate negotiations; ability to sustain mental activity needed for report writing, problem solving, analysis, and reasoning; ability to focus on single tasks, as well as multi-tasks when necessary; ability to remain calm, patient, and professional when dealing with the public and internal customers on sensitive issues; ability to respond to changing work priorities; ability to sit for extended periods of time using a key board and video display terminal to prepare reports and documents; and ability to move large or cumbersome plans and diagrams from one location to another.

WORK ENVIRONMENT

While working in the office of operation, incumbent will work in a climate-controlled office under artificial lights, and will sit for long periods of time using a keyboard, video display terminal and telephone. Incumbent also will be required to travel and, as the assignment dictates, lodge overnight for an extended duration, usually one to three times a month. Incumbent shall comply with all established policies, procedures, applicable State and Federal laws and regulations. If utilizing a state-owned vehicle in completion of these duties, incumbent must possess a valid California Driver's License.

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I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed with and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE
